

# ***Engineer Regiment Senior Commanders/Command Sergeants Major Conference***

***(10 FEBRUARY 2007)***

## ***Administrative and Misc. Information***

***HOTEL    UNIFORM    CLASS I    DIRECTIONS***

***GAO LOCATION    PARKING    SLIDES    BIOS***

***SECURITY***

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***HOTEL***            You may call ***1-800-GO ARMY 1*** for the lodging success program for assistance in finding a hotel. The best areas to stay are Crystal City or Rosslyn if not staying in the immediate vicinity of the GAO Building or downtown Washington D.C. If you use a tax exemption statement it must be presented to the hotel front desk at time of check in.

***UNIFORM***        ***BDU, DCU OR ACU***

***CLASS I***            Lunch on 10 February will be a working lunch (***Various Deli Items***). Beverages and snacks will be provided throughout the day. ***\$25.00*** should be sent by check or money order payable to: ***Special Events Fund***. This will cover all conference costs. A receipt will be issued the day of the conference.

***DIRECTIONS***      The METRO stop for the GAO Building is Gallery Place/China Town. This stop is on the Red Line, Green Line and Yellow Line. The GAO Building is two blocks East of the station on H Street (China Town exit). After exiting the station you should walk to your right down H Street. You will cross two streets, passing by the Red Roof Inn and at the Church, and then make a right –South on 5<sup>th</sup> Street. Proceed to the next street (G Street) and make a left (the building you have walked next to is the GAO Building) heading East on G Street. The main entrance to the building is on G Street and is the only entrance open on Weekends and Evenings.

***LOCATION***            ***Command Conference Room 3M60/70***

***PARKING***            There are several pay parking lots (@ approximately \$12.00) near the GAO Building. Parking in the GAO garage can be arranged, but must be coordinated ***prior*** to arrival (***please indicate on the registration form if parking will be required***).

***SLIDES***

All presentations are to be forwarded to NLT **22 January 2007**. The preferred method is e-mail (via link on the conference page).

***BIOS***

Biographies on all General Officers and Command Sergeants Major attending are due NLT **22 January 2007**.

***Pre-Registration forms are due NLT 22 January 2007.***

***PRE-REGISTRATION FORM FOR  
ENGINEER REGIMENT SENIOR COMMANDERS/  
COMMAND SERGEANTS MAJOR CONFERENCE***

***(10 FEBRUARY 2007)***

***Attendee Information***

***RETURN NLT: 22 JANUARY 2007***

**Command Representing:** \_\_\_\_\_

	<b><i>Rank</i></b>	<b><i>First</i></b>	<b><i>Middle</i></b>	<b><i>Last</i></b>
<b>Attendee</b>				
<b>Names:</b>	_____			
	_____			

**CSM:** \_\_\_\_\_

**POC Name:** \_\_\_\_\_

**POC Office Phone:** \_\_\_\_\_

<b><i>Commercial</i></b>	<b><i>Fax</i></b>
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**POC E-mail Address:** \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_

**Name and Location of Hotel:** \_\_\_\_\_

**Need Directions:** YES \_\_\_\_\_ NO \_\_\_\_\_

**GAO Building Parking** YES \_\_\_\_\_ NO \_\_\_\_\_

**Attending Engineer Dinner:** YES \_\_\_\_\_ NO \_\_\_\_\_

**RETURN VIA E-MAIL (LINK ON THE CONFERENCE PAGE) OR FAX: 202-761-0070**

**EXEMPTION CERTIFICATE**  
**TAX ON OCCUPANCY OF HOTEL/MOTEL ROOMS**

TO BE RETAINED BY OPERATORS OF HOTELS, MOTELS, AND SIMILAR ACCOMODATIONS  
AS EVIDENCE OF EXEMPT OCCUPANCY.

DATE: \_\_\_\_\_ **2007**

\_\_\_\_\_  
(NAME OF HOTEL, MOTEL, AND OR ESTABLISHMENT)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY, STATE, ZIP CODE)

NAME OF OCCUPANT: \_\_\_\_\_  
(PRINT FULL NAME)

FEDERAL AGENCY EMPLOYED WITH: \_\_\_\_\_

INCLUSIVE DATES OF OCCUPANCY: \_\_\_\_\_

THIS IS TO CERTIFY THAT I, THE UNDERSIGNED, AM AN EMPLOYEE OF THE FEDERAL  
GOVERNMENT OF THE UNITED STATES OF AMERICA. CHARGES FOR OCCUPANCY AT  
ESTABLISHMENT IDENTIFIED ABOVE ON THE DATES SET FORTH WILL BE PAID BY  
EMPLOYING GOVERNMENTAL ORGANIZATION AND ARE INCURRED IN THE  
PERFORMANCE OF MY OFFICIAL DUTY. ACCORDINGLY, CHARGES SHOULD BE TAX-  
EXEMPT.

\_\_\_\_\_  
(SIGNATURE)

NOTE: (1) A SEPARATE EXEMPTION CERTIFICATE IS REQUIRED FOR EACH  
OCCUPANCY AND FOR EACH GOVERNMENTAL EMPLOYEE.

(2) A TAX EXEMPTION NUMBER IS NOT USED WITH THIS CERTIFICATE.  
HEW-IC-AA-WIBO (4-74)